

6 September 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed R  Transmission and Control of  
Classified Matter

2 ~~4~~. Recommend that the changes in paragraph 3b(1)(b). page  
10, be made as follows:

(b) Outside CIA

- (1) Page ~~14~~<sup>10</sup>, line 16, to read: (formerly No. 35-16)  
Courier's Classified Mail Receipt, prior.....
- (2) Page ~~14~~<sup>10</sup>, line 28, to read: document or material  
shall be a Form No. 615 (formerly No. 38-16).  
Document.....
- (3) Page ~~14~~<sup>10</sup>, line 30, to read: the office initiating  
the transmission. Form No. 615 (formerly No. 38-16).

1 ~~4~~. Recommend that paragraph 3b(1)(a) be amended to include the  
use of Form No. 240 (formerly 35-16), Courier's Classified  
Mail Receipt, for the transmission of Confidential and  
Secret material within CIA.  of the Security  
Office was contacted regarding this change. He suggested  
that this change be noted as a part of our concurrence.

Chief, Forms Management Branch